



**TOWN OF FOREST HEIGHTS, MARYLAND**  
**TOWN MEETING**  
**VIRTUAL MEETING | WEDNESDAY, May 19, 2021 | 8:00PM**

## AGENDA

Call to Order 8:00 PM

Roll Call Council

1. Habeeb-Ullah Muhammad, Mayor	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
2. Calvin Washington, Council President -- Ward I	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
3. Robert Barnes, Councilman -- Ward I	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
4. Clifton Atkinson, Councilman -- Ward II	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
5. Taunya Hines, Councilwoman -- Ward III	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
6. Paula Noble, Councilwoman -- Ward III	<input type="checkbox"/> Present	<input type="checkbox"/> Absent

Moment of Silence

Pledge of Allegiance to the Flag of the United States of America- it is a recording

Approve Agenda

- a. Minutes from Monday, May 3, 2021 Town Council Work Session
- b. Minutes from Wednesday, May 12, 2021 Town Special Meeting

Public Period (limit 2 minutes)

Legislation

- a. **RESOLUTION 19-21:** A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT ON BEHALF OF THE TOWN OF FOREST HEIGHTS (THE "TOWN") TO OBTAIN A BOUNDARY SURVEY WITH A METES AND BOUNDS DESCRIPTION AND AN ANNEXATION PLAT FOR THE PROPOSED NINTH EXTENSION TO INCLUDE THE FAITH SUBDIVISION PARCEL, LOCATED AT 5701 LIVINGSTON ROAD, OWNED BY A TAX-EXEMPT ENTITY IN ORDER TO PREPARE CERTAIN DOCUMENTS NECESSARY FOR MUNICIPAL ANNEXATION.
- b. **RESOLUTION 21-21:** FISCAL YEAR 2021 BUDGET AMENDMENT.
- c. **RESOLUTION 22-21:** ESTABLISH FISCAL YEAR 2022 TAX RATES.
- d. **RESOLUTION 23-21:** A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, MARYLAND TO APPROVE THE EMPLOYMENT AND APPOINTMENT OF DALONTA HARMON AS A POLICE OFFICER TO SERVE WITHIN THE FOREST HEIGHTS POLICE DEPARTMENT AND TO APPROVE A REIMBURSEMENT AGREEMENT.

New Business

Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/563484463>

Meeting ID: 563484463

One tap mobile

+13017158592,,563484463# US (Washington DC)

Dial by your location

+1 301 715 8592 US (Washington DC)

Meeting ID: 563484463

**Town of Forest Heights  
Mayor/Council Work Session- 7:30 PM  
Monday, May 3, 2021  
Meeting Minutes  
Virtual Meeting**

**Call to Order:** 7:30 PM

**Roll Call:** CM Barnes, CM Kennedy II, CW Noble, CM Atkinson, CW Hines, Mayor Muhammad present. CM Washington arrived late.

**Moment of Silence**

**Pledge of Allegiance**

**Approval of Agenda:** Motion by CM Kennedy II to approve the agenda; seconded by CW Hines; all in favor; motion passed.

**Public Period:** None

**Staff Reports**

**Treasurer's Report:** CW Noble asked if the Town had purchased any more computers, the Treasurer answered that the equipment was for the speed enforcement unit and Police Department. The payment on the slope for Sachem was the second payment, not the final payment. The Treasurer responded to a question of what fixed assets the Town had, stating that yes there is a listing. However some items, such as street improvements, may not show up as anything more than general descriptions.

**Public Works:** CW Noble asked if the speed humps had been addressed. The Public Works Director Mr. Vaughn responded that he had passed on a resolution to the Town Administrator. They want to remove the bumps and replace with humps. There is no one available on the weekends from Public Works except during events and emergencies. CW Noble also reported an abundance of snakes on Rolph Drive. CM Barnes asked if humps could be placed on Pitt Lane. Mr. Vaughn asked the Council to let him know where they thought they needed to be placed. The water on Arapahoe Drive has been tested and found to be groundwater. CW Hines reported that Arapahoe Drive had 1 speed hump and asked when assessments could be made. Mr. Vaughn addressed it saying that it would be one of the roads looked at, as well as the feasibility of installing it while repairs are being made.

**Town Lobbyist:**

**Code Enforcement:**

**Ombudsman:**

**Police Chief:**

**Town Administrator:** CW Noble asked when the Town learned that the contractor for the landscaping had breached terms. Mr. Robinson said it was within the last 45 days. The contractor announced fee raises which was in breach of contract. CW Noble pondered that they could have landscaping included. CM Barnes asked if the Town had received money for the review of an annexation agreement. Mr. Robinson stated that it is a negotiable amount that might increase according to the lawyer. He agreed with the councilman for the need of a third-party assessment.

**Ward Reports:**

**Ward I:** None

**Ward II:** CM Kennedy II reminded everyone about the ribbon cutting ceremony on May 7<sup>th</sup>.

**Ward III:** CW Hines invited everyone to attend the ribbon cutting ceremony on North Huron on May 7<sup>th</sup> at 11:00 AM for the Safe Routes to School Project. CW Noble stated that she reached out to residents on North Huron and asked if they had received flyers or letters for the ribbon cutting ceremony. The Mayor replied that everyone who lived on North Huron would receive information. CW Noble announced that Forest Heights Elementary, Flintstone Elementary, and Glassmanor Elementary each received 20 slots to participate in a virtual STEM summit on May 15<sup>th</sup>.

**Mayor's Report:** None

**Legislation:**

**Resolution 13-21:** A Resolution to approve and support the mixed-use development of property located within and abutting the corporate limits of the Town of Forest Heights known as National View; motion by CW Hines to waive the full reading; seconded by CM Kennedy II; all in favor; discussion. CW Noble stated that the zoning hearing was not over for the County Zoning Hearing Examiner. CM Barnes expressed the desire to table the resolution again. The Town Attorney pointed out that the Zoning Hearing could take over a month to make a decision, followed by even more hearings. It could take many months to reach a conclusion. CM Barnes announced he wanted to hear more from residents affected before he makes a decision. CW Noble noted that residents had been vigilant in the hearings. Vote to table: (7 yes; 0 no) motion tabled until Wednesday, May 19, 2021.

**Resolution 19-21:** A Resolution authorizing the Mayor to enter into a professional services contract on behalf of the Town of Forest Heights (The "Town") to obtain a boundary survey with a metes and bounds description and an annexation plat for the proposed ninth extension to include the Faith subdivision parcel, located at 5701 Livingston Road, owned by a tax-exempt entity in order to prepare certain documents necessary for municipal annexation; motion by CM Kennedy II to waive the full reading; seconded by CM Washington; all in favor; discussion. CW Noble asked if the Town considered the upkeep of the properties they were annexing when those decisions get made. CM Washington answered that upkeep was considered, for example 210 was maintained in part by Public Works. CW Noble stated that the Town needed to commit more to holding the county and state accountable for their parts. CM Kennedy II remarked that they were still responsible for those properties, with CM Washington stating that they have come out to remedy problems upon receiving complaints. Attorney Best stated that the parcel would be completely private property (land owned by a church), and apart from police presence, would not affect Town maintenance responsibilities. The property is tax-exempt.

**Resolution 20-21:** A Resolution to award a contract to Faulkner Lawn Care & Construction Inc. based on previous proposals received pursuant to requests for proposals (RFP) 03-FH for landscaping and snow removal services and due to the original awardee's anticipatory breach and failure to perform the contract of December 2020; motion by CM Washington to waive the full reading; seconded by CM Kennedy II; all in favor; discussion. The Mayor stated they should vote on it now so as to ease the burden of the Public Works employees. Mr. Robinson noted that Line Item 7263 should be included in the resolution. CM Kennedy II also noted the strain being placed on Public Works. Motion by CM Washington to adopt Resolution 20-21 as amended; seconded by CM Kennedy II. CM Kennedy II asked if it was the same price. Mr. Vaughn answered it was a little more because it was supposed to start April 1. In addition, some trees need to be trimmed and treated for insects. That has contributed to the price increase. CM Kennedy II asked if there were classes that Public Works could take for beautification. Mr. Vaughn answered yes. CM Barnes asked why the contract was being done after the fact. Mr. Vaughn answered that it was not being done after the fact. Tristate completed the snow removal, and then doubled their prices before the tree cutting season. The Town Attorney explained that the breaching party needed to pay for the recoup of costs. If Tristate does not settle, then it may escalate to litigation. There have been two attempts to reach Tristate notifying of breach of contract, and they have not responded. Vote (7 yes; 0 no) motion passed.

**Resolution 21-21:** Fiscal Year 2021 Budget Amendment; motion by CM Washington to waive the full reading; seconded by CM Kennedy II; all in favor; no discussion.

**Resolution 22-21:** Establish Fiscal Year 2022 Tax Rates; motion by CM Kennedy II to waive the full reading seconded by CM Washington; all in favor; no discussion.

**Election of New Council President:** The results are: 4 for CM Washington, 2 for CW Noble, 1 for CM Kennedy II. The Town Attorney recommended ratifying the results. Mayor Muhammad stated that the votes were confidential. The Town Attorney explained that the method of voting outside of a meeting was impermissible without ratification. Vote: (4 yes; 2 no; 1 absent); motion passed.

**New Business:**

**Meeting Adjourned:** 8:39 PM

**Town of Forest Heights  
Special Meeting- 5:30 PM  
Wednesday, May 12, 2021  
Meeting Minutes  
Virtual Meeting**

**Call to Order:** 5:30 PM

**Roll Call:** CM Atkinson, CW Noble, CM Kennedy II, CM Barnes, CW Hines, CM Washington, Mayor Muhammad present. Quorum established.

**Public Period:** Mr. David Acevido stated that the majority of residents he had talked to on Cree Drive were not aware of the project, were against it, and urged the council members to do the same. He felt that people should have been able to vote on it and that it should have been an issue on the election.

Ms. Tina McDowell asked the mayor how many people had voiced support for the rezoning and how many had voiced opposition. She urged the council to vote no.

Ms. Jacqueline Goodall voiced that she is for the development. She asked that the council talk to the developer to make sure that they get the best deal and increase the tax base. She noted that the Town had missed the opportunity with National Harbor and asked the council to annex the Butler property.

Ms. Alexandra Mooskin felt that it would be irresponsible to vote now, and she felt that not enough information has been given to the citizens. She asked that more information be collected in regard to the impact of the development. Mr. Wayne agreed that the Town should use development as a bargaining chip, and look into getting sidewalks, among other projects.

**Legislation**

**Resolution 13-21:** A Resolution to approve and support the mixed-use development of property located within and abutting the corporate limits of the Town of Forest Heights known as National View; motion by CM Washington to waive the full reading; seconded by CW Hines; all in favor; motion passed; discussion. CM Barnes stated that residents on Cree Drive needed more time with the developer, to walk on the property and get more knowledge about the project. CW Noble noted that the Town should do its due diligence and questioned what the 3 million in tax increase was based on. Motion by CM Washington to adopt Resolution 13-21; seconded by CW Hines; discussion. The Town attorney responded to CW Noble's questions, stating that there are 7 parcels worth thousands of dollars now. The 3 million number was discussed based on the projected increase in value of the developed parcels. The amount is done using a formula where the current value of the property and compare by similar properties that have since been developed and multiply by the tax base of the town. The developer did not give out extraneous information due to the rezoning. The site plan will change given their progress with the county. It will be solidified further afterwards. CW Nobel asked the Mayor who are her designees. The Mayor answered that it was the council. CM Barnes asked what the Town Attorney meant by something not being binding. The Town Attorney responded that recitals are not legally binding in the resolution. He referred to the envisioning of the developer not being binding, that it was subject to change, and that the resolution would allow the Town to become an active partner in the process of negotiating the annexation agreement. Vote; (5 yes; 2 no) motion passed.

**Meeting Adjourned:** 6:00 PM

TOWN OF FOREST HEIGHTS  
RESOLUTION 19-21

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT ON BEHALF OF THE TOWN OF FOREST HEIGHTS (THE "TOWN") TO OBTAIN A BOUNDARY SURVEY WITH A METES AND BOUNDS DESCRIPTION AND AN ANNEXATION PLAT FOR THE PROPOSED NINTH EXTENSION TO INCLUDE THE FAITH SUBDIVISION PARCEL, LOCATED AT 5701 LIVINGSTON ROAD, OWNED BY A TAX-EXEMPT ENTITY IN ORDER TO PREPARE CERTAIN DOCUMENTS NECESSARY FOR MUNICIPAL ANNEXATION

Introduced By: Habeeb-Ullah Muhammad

**WHEREAS**, the Town is authorized by the Town Charter and provisions of the Local Government Article, Section 4-401 *et seq.* of the Annotated Code of Maryland (the "Maryland Code") to expand its municipal boundaries by annexing lands which are adjoining and contiguous; and

**WHEREAS**, said Article of the Maryland Code requires that a mete and bounds survey description of the property proposed for annexation be included in the annexation resolution as well as referenced in other related public documents to be prepared in accordance with applicable law; and

**WHEREAS**, the property proposed to be annexed will consist of a tax-exempt parcel of the Shachah World Ministries Inc., which is also known as 5701 Livingston Road (the "Annexation Property"); and

**WHEREAS**, the Charter of the Town of Forest Heights (the "Charter"), Section 33-63 permits the Council to forego the competitive bidding process in order to negotiate professional services contracts such as law, engineering and surveying services; and

**WHEREAS**, the Council finds that it is in the best interest of the Town to proceed with the proposed annexation to be known as Extension 9 and prepare the necessary documents to initiate the municipal annexation process for the aforesaid properties.

**NOW THEREFORE BE IT RESOLVED**, that the Town Council authorizes the Mayor to enter into a contract/proposal, attached hereto as Exhibit A and incorporated by referenced herein ("Contract"), and thereby obtain land surveying services from Charles P. Johnson & Associates, Inc., dated April 30, 2021 for the Annexation Property at a cost not to exceed \$3,100.00; and

**BE IT FURTHER RESOLVED**, the Treasurer shall utilize Line Item # 7025 "Legal Services" for this expenditure in the amount not to exceed \$3,100.00; and

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon passage.

TOWN OF FOREST HEIGHTS  
RESOLUTION 19-21

PASSED this \_\_\_\_ day of May 2021.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland.

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
MUHAMMAD	_____
NOBLE	_____
BARNES	_____
HINES	_____
WASHINGTON	_____
ATKINSON	_____

ATTEST:

THE MAYOR AND COUNCIL OF THE  
TOWN OF FOREST HEIGHTS, MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Habeeb-Ullah Muhammad, Mayor

By: \_\_\_\_\_  
Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_\_ day of May 2021 with \_\_\_\_\_ Aye votes and \_\_\_\_\_ Nay votes the aforesaid Resolution \_\_-21 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

[Exhibit 1 – Proposal of Charles P. Johnson & Associates, Inc., dated April 30, 2021 for the Annexation Property - Proposed Ninth Extension, Faith Subdivision, 5701 Livingston Road, Prince George's County, Maryland]



# Charles P. Johnson & Associates, Inc.

Civil and Environmental Engineers • Planners • Landscape Architects • Surveyors

1751 Elton Rd., Ste. 300 Silver Spring, MD 20903 301-434-7000 Fax: 301-434-9394

www.cpja.com • Silver Spring, MD • Gaithersburg, MD • Annapolis, MD • Greenbelt, MD • Frederick, MD • Fairfax, VA

April 30, 2021

Town of Forest Heights  
5508 Arapahoe Drive  
Forest Heights, MD 20745

Attention: Mayor Muhammad and Town Council  
CC: Mr. Kevin Best

RE: Town of Forest Heights  
Proposed Ninth Extension  
Faith Subdivision  
5701 Livingston Road  
Prince George's County, Maryland

Dear Mayor Muhammad and Town Council

We appreciate the opportunity to present our proposal to provide professional services for the referenced project.

Task	Fee
945 Services to prepare a metes and bounds description and an annexation exhibit to include the Faith Subdivision as outlined in the exhibit contained in the email from Linwood Robinson dated April 22, 2021. The fee includes revising the City's Boundary description. Approximately 7 acres.	\$2,100.00 (Lump Sum)
946 Additional services to review documents including notifications and filings as may be requested by the Town's Attorney.	\$1,000.00 (Time Basis - Estimated Fee)

Enclosure A is an integral part of this agreement.

Work requested which is not covered by this or subsequent proposals and/ or time basis items shall be undertaken at our prevailing hourly rates (see attachment).



PREVAILING HOURLY RATES. EFFECTIVE JANUARY 1, 2021

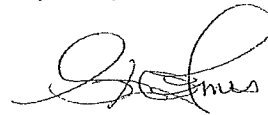
Regional Manager	\$ 350.00
Operations Manager	250.00
Division Manager	205.00
Section Head/Project Manager	180.00
Sr. Designer/Sr. Surveyor	160.00
Designer/Surveyor	130.00
Permits Processing	125.00
CAD Technician	110.00
Field Survey Crew	185.00
Administrative	80.00



Mayor Muhammad and Town Council  
Town of Forest Heights  
Town of Forest Heights  
Proposed Ninth Extension  
Faith Subdivision  
5701 Livingston Road  
April 30, 2021  
Page 2

Thank you for affording us the opportunity to present this proposal. We look forward to participating in this project and should further information be necessary, please contact us.

Respectfully submitted,



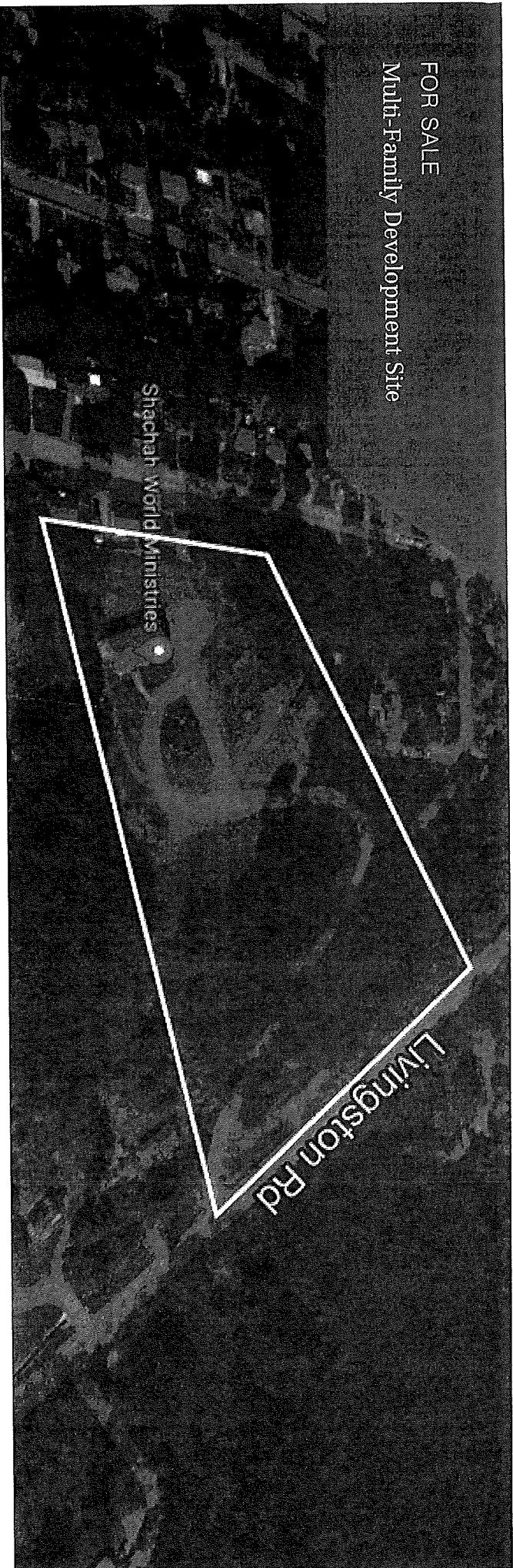
Steven Jones  
Division Manager

Enclosure

**WE HEREBY AUTHORIZE CHARLES P. JOHNSON & ASSOCIATES, INC., TO PROCEED IN  
ACCORDANCE WITH THE ABOVE PROPOSAL.**

Organization: \_\_\_\_\_ Date: \_\_\_\_\_  
By: \_\_\_\_\_ Title: \_\_\_\_\_

FOR SALE  
Multi-Family Development Site



## 5701 Livingston Road

Oxon Hill, Maryland 20745

### Location Overview

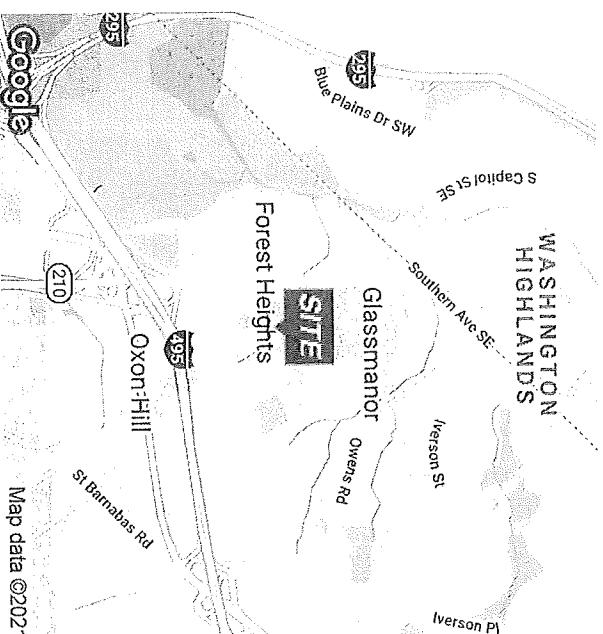
Located on Route 210 (Indian Head Hwy) just off the Capital Beltway

Quick access to I-95/495, Washington, DC and Virginia

Near MGM, National Harbor and Southern Avenue Metro Station

### Property Highlights

- 8,956 SF between two (2) buildings on 7.21 ± Acres of land
- Church - 6,120 ± SF
- Home - 2,836 ± SF
- Land - 7.21 ± Acres
- Zoned R-55 (One-Family Detached Residential)
- Offices and conference rooms
- ADT security system
- Computer room with separate rooftop HVAC unit
- Adequate parking
- Church renovations (2010) include new steel doors, kitchen floors and ADA accessible bathrooms
- Upgraded lighting (2014)
- New roof on church and house (2018)
- New paved road (2018)
- Great visibility and high traffic counts
- Currently used as a church
- IDEAL SITE FOR MULTIFAMILY & DEVELOPMENT
- SALE PRICE: \$2,500,000



Marcus N. Daniels 4005

O: 301 918 2954 | C: 301 275  
mdaniels@naimichael.com

# Naimichael

10100 Business Pkwy  
Lanham, MD 20706  
301 459 4400 tel  
www.naimichael.com

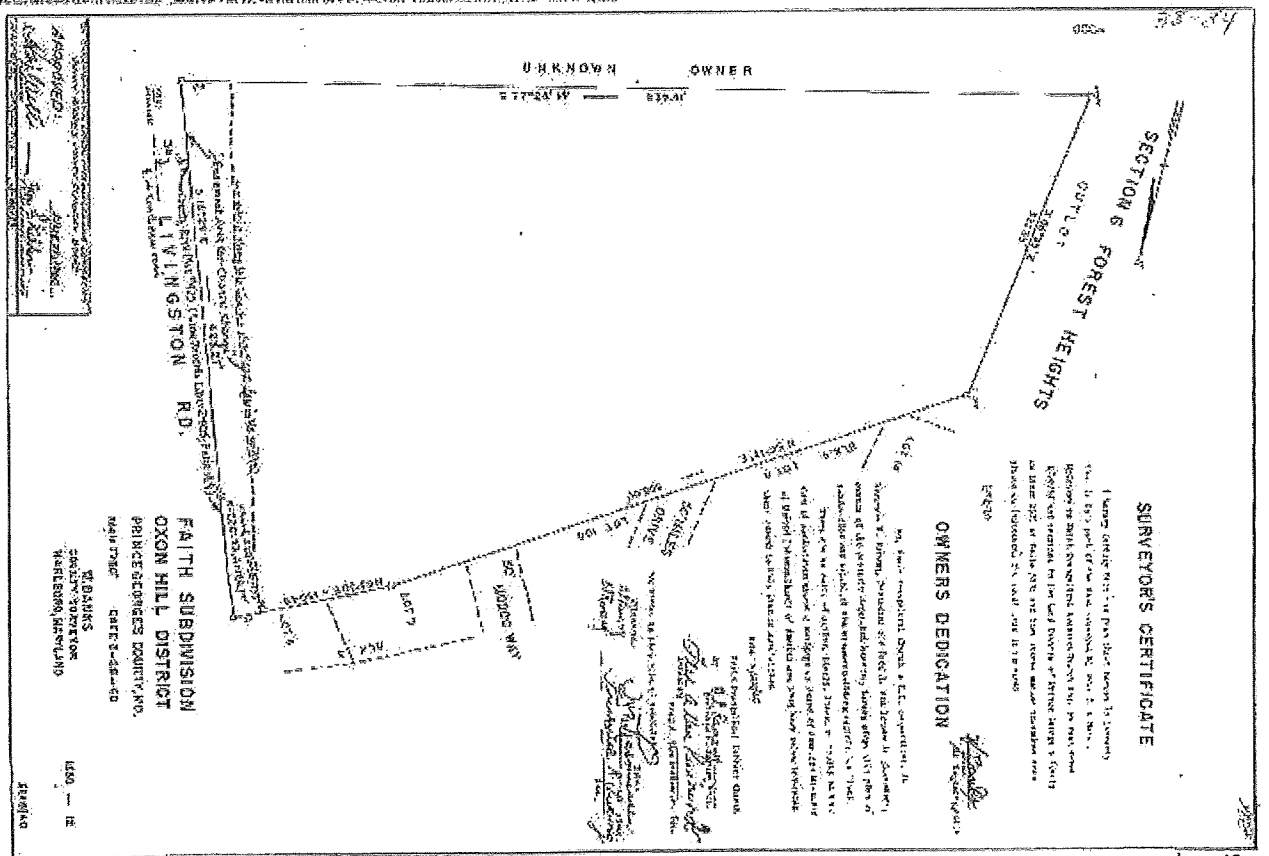
# FOR SALE

## Multi-Family Development Site



# NAMichael

The information contained herein has been given to us by the owner of the property or other sources we deem reliable. We have no reason to doubt its accuracy, but we do not guarantee it. Floor plans, site plans and other graphic representations of this property have been reduced and reproduced, and are not necessarily to scale. All information should be verified prior to purchase or lease.



**MAYOR AND COUNCIL  
THE TOWN OF FOREST HEIGHTS  
RESOLUTION 21-21 Fiscal Year 2021 Budget Amendment**

**INTRODUCED BY: Mayor Habeeb-Ullah Muhammad**

A resolution to amend sums and amounts for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

Section 1. The general purpose of the Resolution is to amend sums and amounts appropriated for the 2020 - 2021 Budget of the Town of Forest Heights, Maryland in the following areas of the General Fund.

Section 2. BE IT RESOLVED by the Mayor and Town Council of the Town of Forest Heights, Maryland that the sums and amounts appropriated are hereby amended for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021, to defray expenses and operations costs for the Town of Forest Heights as follows:

**NOW, BE IT RESOLVED**, that Revenue line item 6126 MD Dept of Planning Census Grant be added in the amount of \$35,000. and that Expenditure line item 8048 MD Dept of Planning Census Grant be added in the amount of \$35,000.; and the Expenditure Appropriation for the Public Safety Department be increased in the amount of \$54,760. to reflect expenditures incorporated in Attachment 1 as support for Budget Amendment Resolution 64-20, which was adopted by Council on November 18, 2020, but was inadvertently omitted in the writing of Resolution 64-20, and that Revenue line item 6037 Speed Camera Fund be increased in the amount of \$54,760.

**REVENUES**

**GENERAL FUND REVENUES**

Town Real Estate Taxes - Noncommercial	\$796,800.00
Town Real Estate Taxes - Commercial	\$43,300.00
Town Real Estate Taxes – Rented Residential	\$93,300.00
Income Taxes	\$180,700.00
Other Taxes	\$80,000.00

Trash Fee	\$187,935.00
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<b>INTERGOVERNMENT</b>	<del>\$782,694.00</del>	\$817,694.00
<b>LICENSES &amp; PERMITS</b>	\$14,800.00	
<b>TOWN SERVICES</b>	\$8,596.00	

**MAYOR AND COUNCIL  
THE TOWN OF FOREST HEIGHTS**

**RESOLUTION 21-21 Fiscal Year 2021 Budget Amendment**

<b>SPEED CAMERA</b>	<b>\$1,637,700.00</b>	<b>\$1,692,460.00</b>
<b>OTHER REVENUES</b>	<b>\$115,650.00</b>	
<b>OTHER FINANCING</b>	<b>\$853,613.25</b>	
<b>FUND BALANCE</b>	<b>\$2,377,268.00</b>	
<b>TOTAL BUDGETED REVENUES</b>	<b><del>\$7,172,356.25</del></b>	<b>\$7,262,116.25</b>

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**EXPENDITURES**

<b>GENERAL GOVERNMENT</b>	<b>\$68,845.00</b>	
<b>ADMINISTRATION</b>	<b>\$332,035.00</b>	
<b>NON-DEPARTMENTAL</b>	<b>\$250,300.00</b>	
<b>PUBLIC SAFETY</b>	<b>\$1,068,345.00</b>	<b>\$1,123,105.00</b>
<b>PUBLIC WORKS</b>	<b>\$374,834.00</b>	
<b>SPEED CAMERA</b>		
Direct Speed Camera Cost	<b>\$1,318,535.00</b>	
State Revenue	<b>\$175,000.00</b>	
Allowable Expenses	<b>\$15,200.00</b>	
<b>STREET IMPROVEMENTS</b>	<b>\$595,182.00</b>	
<b>TRASH SERVICES EXPENSE</b>	<b>\$195,310.00</b>	
<b>CAPITAL IMPROVEMENTS</b>	<b>\$447,500.00</b>	
<b>MUNICIPAL BUILDING EXPENSE</b>	<b>\$427,600.00</b>	
<b>STREET LIGHTING EXPENSE</b>	<b>\$42,000.00</b>	
<b>TOTAL SPECIAL PROGRAM EXPENSE</b>	<b>\$32,250.00</b>	
<b>GRANTS – RESTRICTED FUNDING</b>	<b><del>\$506,883.50</del></b>	<b>\$541,883.50</b>
<b>FUND BALANCE</b>	<b>\$1,322,536.75</b>	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b><del>\$7,172,356.25</del></b>	<b>\$7,262,116.25</b>

**AND BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon passage.

PASSED this \_\_\_\_ day of May 2021.

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

**MAYOR AND COUNCIL  
THE TOWN OF FOREST HEIGHTS  
RESOLUTION 21-21 Fiscal Year 2021 Budget Amendment**

MUHAMMAD	_____
BARNES	_____
HINES	_____
ATKINSON	_____
NOBLE	_____
WASHINGTON	_____

I HEREBY CERTIFY that the above Resolution \_\_\_ - 21 was passed by the required yeas and nays vote of the Mayor and Council of Forest Heights on the \_\_\_ day of May 2021.

ATTEST:

THE TOWN OF FOREST HEIGHTS

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Habeeb-Ullah Muhammad, Mayor

By: \_\_\_\_\_  
Calvin Washington, Council President



## *Town of Forest Heights*

5508 ARAPAHOE DRIVE  
FOREST HEIGHTS, MARYLAND 20745-1998  
(301) 839-1030 Fax (301) 839-9236

Habeeb-Ullah Muhammad  
*Mayor*

### MEMORANDUM

To: The Mayor and Council

From: Leittia Vaughn  
Treasurer *Leittia Vaughn*

Date: November 13, 2020

Re: FY 2021 Budget Amendment – Public Safety Department and Speed Enforcement Unit (updated)

Attachments 1 and 2 are provided as detail to support the requested increases which are incorporated in summary in Resolution 64 - 20 for the Public Safety Department and Speed Enforcement Unit. Please note that detail line items, along with amounts adopted by the Council, will be updated in the budget line item schedule after the adoption of Resolution 64-20.

**MAYOR AND COUNCIL  
THE TOWN OF FOREST HEIGHTS**

**RESOLUTION 64 - 20 – Fiscal Year 2021 Budget Amendment**

**INTRODUCED BY: Mayor Habeeb-Ullah Muhammad**

A resolution to amend sums and amounts for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

Section 1. The general purpose of the Resolution is to amend sums and amounts appropriated for the 2020 - 2021 Budget of the Town of Forest Heights, Maryland in the following areas of the General Fund.

Section 2. BE IT RESOLVED by the Mayor and Town Council of the Town of Forest Heights, Maryland that the sums and amounts appropriated are hereby amended for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021, to defray expenses and operations costs for the Town of Forest Heights as follows:

**NOW, BE IT RESOLVED**, that Revenue line item 6020 GUCCP Retention and Recruitment Grant be added in the amount of \$13,500. and that Expenditure line item 7066 Uniform Issue be increased in the amount of \$6,000. and that line item 7076 Supplies and Miscellaneous Expense be increased in the amount of \$7,500.; that Revenue line item 6127 Cares Act Grant be added in the amount of \$136,355. and that Expenditure line item 8049 Cares Act Grant be added in the amount of \$136,355.; that Revenue line item 6037 Speed Camera Fund be increased in the amount of \$537,700. and that the Expenditure Appropriation for the Speed Camera – Direct Cost be increased in the amount of \$537,700. to reflect expenditures incorporated in Attachment 1 of the provided Budget Memo; and Expenditure line item 7029 General Liability Insurance be increased in the amount of \$10,000. and Expenditure line item 9999 Unassigned Fund Balance be decreased in the amount of \$10,000.

**REVENUES**

**GENERAL FUND REVENUES**

Town Real Estate Taxes - Noncommercial	\$796,800.00
Town Real Estate Taxes - Commercial	\$43,300.00
Town Real Estate Taxes – Rented Residential	\$93,300.00
Income Taxes	\$180,700.00
Other Taxes	\$80,000.00
Trash Fee	\$187,935.00

<b>INTERGOVERNMENT</b>	<b>\$632,839.00</b>	<b>\$782,694.00</b>
<b>LICENSES &amp; PERMITS</b>	<b>\$14,800.00</b>	
<b>TOWN SERVICES</b>	<b>\$8,596.00</b>	



**MAYOR AND COUNCIL  
THE TOWN OF FOREST HEIGHTS**

**RESOLUTION 64 - 20 - Fiscal Year 2021 Budget Amendment**

<b>SPEED CAMERA</b>	<b>\$1,100,000.00</b>	<b>\$1,637,700.00</b>
<b>OTHER REVENUES</b>	<b>\$115,650.00</b>	
<b>OTHER FINANCING</b>	<b>\$853,613.25</b>	
<b>FUND BALANCE</b>	<b>\$2,377,268.00</b>	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$6,484,801.25</b>	<b>\$7,172,356.25</b>

**EXPENDITURES**

<b>GENERAL GOVERNMENT</b>	<b>\$68,845.00</b>	
<b>ADMINISTRATION</b>	<b>\$332,035.00</b>	
<b>NON-DEPARTMENTAL</b>	<b>\$240,300.00</b>	<b>\$250,300.00</b>
<b>PUBLIC SAFETY</b>	<b>\$1,054,845.00</b>	<b>\$1,068,345.00</b>
<b>PUBLIC WORKS</b>	<b>\$374,834.00</b>	
<b>SPEED CAMERA</b>		
Direct Speed Camera Cost	<b>\$780,835.00</b>	<b>\$1,318,535.00</b>
State Revenue	<b>\$175,000.00</b>	
Allowable Expenses	<b>\$15,200.00</b>	
<b>STREET IMPROVEMENTS</b>	<b>\$595,182.00</b>	
<b>TRASH SERVICES EXPENSE</b>	<b>\$195,310.00</b>	
<b>CAPITAL IMPROVEMENTS</b>	<b>\$447,500.00</b>	
<b>MUNICIPAL BUILDING EXPENSE</b>	<b>\$427,600.00</b>	
<b>STREET LIGHTING EXPENSE</b>	<b>\$42,000.00</b>	
<b>TOTAL SPECIAL PROGRAM EXPENSE</b>	<b>\$32,250.00</b>	
<b>GRANTS - RESTRICTED FUNDING</b>	<b>\$370,528.50</b>	<b>\$506,883.50</b>
<b>FUND BALANCE</b>	<b>\$1,332,536.75</b>	<b>\$1,322,536.75</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$6,484,801.25</b>	<b>\$7,172,356.25</b>

**AND BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon passage.

**PASSED** this 18 day of November 2020.

**ROLL CALL VOTE**

**YEA/NAY/ABSTAIN/ABSENT**

**MUHAMMAD**

Yea

**BARNES**

Yea

**HINES**

Yea

**MAYOR AND COUNCIL  
THE TOWN OF FOREST HEIGHTS**

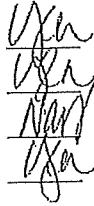
**RESOLUTION 64 - 20 – Fiscal Year 2021 Budget Amendment**

KENNEDY II

ATKINSON

NOBLE

WASHINGTON



I HEREBY CERTIFY that the above Resolution 64 - 20 was passed by the required ye and nay vote of the Mayor and Council of Forest Heights on the 18 day of November 2020.

ATTEST:

THE TOWN OF FOREST HEIGHTS

**SIGNATURE ON FILE**

Sherletta Hawkins, Town Clerk

**SIGNATURE ON FILE**

By: Habeeb-Ullah Muhammad, Mayor

**SIGNATURE ON FILE**

By: Calvin Washington, Council President

# Town of Forest Heights

	<u>ADOPTED</u> <u>Jul '20 - Jun 21</u>		<u>AMENDED</u> <u>Jul '20 - Jun 21</u>	<u>FUNDING</u> <u>NEEDED</u>
<u>8015 - Total Public Safety</u>				Attachment 1
7055 - Salary - Police Clerk	40,000.00	Hoffman	40,000.00	
7200 - Salary - Chief	61,800.00	Rease	78,700.00	
7057 - Salary - Police Officer	42,000.00	Palge	48,100.00	
7060 - Salary - Police Officer	42,000.00	Nugent	46,700.00	
7061 - Salary - Police Officer	45,895.00	Campbell	50,100.00	
7062 - Salary - Police Officer	45,895.00	Grooms	50,100.00	
7262 - Salary - Police Officer	42,000.00	Best	46,700.00	
7064 - Salary - Lieutenant	42,000.00	vacant	46,700.00	
7269 - Salary - Police Officer	42,000.00	Williams	46,700.00	
7270 - Salary - Police Officer	60,000.00	Bigelow	46,700.00	
7065 - Overtime - Police	58,000.00		58,000.00	
7056 - Salary - Code Enforcement Off	41,205.00		41,205.00	
7220 - Salary - Code Enforcement-P/T	19,760.00		19,760.00	
7165 - Overtime - Code Enforcement	2,600.00		2,600.00	
7167 - Workers Compensation	66,140.00		66,140.00	
7168 - Health Insurance	75,900.00		70,000.00	
7169 - Life/Disability Insurance	7,000.00		7,300.00	
7170 - Retirement	29,600.00		37,350.00	
7171 - FICA	42,000.00		47,600.00	
7066 - New Uniform Issue - Police	10,000.00		10,000.00	
7375 - Debt Service - Police Equipment	15,000.00		15,000.00	
7068 - Gasoline Expense-Police	30,000.00		30,000.00	
7069 - Vehicle/Equipment Repair	23,000.00		23,000.00	
7070 - Office Supplies - Police	7,500.00		7,500.00	
7372 - Supplies - CEO	8,000.00		8,000.00	
7073 - Communication Equip - Service	7,500.00		7,500.00	
7074 - Law Enforcement Equip - Capital	35,000.00		35,000.00	
7373 - Law Enforcement Equip-Supplies	5,000.00		5,000.00	
7075 - Training/Dues/Meetings/Conv-PD	10,000.00		10,000.00	
7374 - Training/Dues/Meetings/Conv-CEO	2,000.00		2,000.00	
7076 - Supplies & Miscellaneous Exp	9,000.00		9,000.00	
7077 - Mobile Data Computers	12,000.00		12,000.00	
7175 - Surveillance Cameras	5,000.00		5,000.00	
7084 - Telephone - Police Department	3,600.00		3,600.00	
7201 - Debt Service-New Police Vehicle	42,000.00		42,000.00	
7176 - Police MOU/Attorney Fee	7,000.00		7,000.00	
7203 - Communication Equipment	3,000.00		3,000.00	
7204 - Weapons (Firearms & Ammunition)	9,600.00		9,600.00	
7205 - Recruitment Expense	4,000.00		4,000.00	
7206 - Substance and Physical Testing	2,250.00		2,250.00	
7290 - Parking Collection Fee	1,000.00		1,000.00	
7376 - Canine Expense	5,800.00		5,800.00	
7207 - Neighborhood Watch	2,000.00		2,000.00	
Total 8015 - Total Public Safety	<u>1,054,845.00</u>		<u>1,109,805.00</u>	54,760.00

Note: All "bolded items" are affected by salary adjustments.

Town of Forest Heights

	<u>ADOPTED</u> <u>Jul '20 - Jun 21</u>	<u>AMENDED</u> <u>Jul '20 - Jun 21</u>	<u>FUNDING</u> <u>NEEDED</u>
9055 - Total Speed Enforcement Unit			Attachment 2
7300 - Administrative Fee	460,000.00	460,000.00	
7301 - Salary - Ombudsman	15,000.00	15,000.00	
- Salary - Admin Clerk		Sulte 26,700.00	
7378 - Salary-Auto Enforcement Officer	175,675.00		
- Lieutenant		Jones 41,200.00	
- Corporal		Govan 50,100.00	
- Officer		Van Buren 46,700.00	
- Officer		vacant 46,700.00	
7302 - Overtime	20,000.00	30,000.00	
7305 - FICA	16,100.00	19,700.00	
7399 - Retirement	11,745.00	14,500.00	
7398 - Worker's Compensation	25,315.00	31,500.00	
7304 - Benefits	30,000.00		
- Life Insurance		3,300.00	
- Health Insurance		32,100.00	
- Uniforms		15,000.00	
- Gasoline		10,000.00	
- Vehicle Repair		7,000.00	
- Office Supplies		22,000.00	
- Communication Equipment		3,300.00	
- Law Enforcement Equipment - Capital		296,000.00	
- Training/Dues/Meetings/Conventions		5,000.00	
- Supplies		7,000.00	
- Mobile Data Computers		2,500.00	
- Telephone		2,500.00	
7216 - Attorney Fees	15,000.00	20,000.00	
7210 - Computers/Software	7,000.00	7,000.00	
- Weapon and Ammunitions		4,600.00	
- Substance Abuse Testing		1,500.00	
7214 - Other	5,000.00	5,000.00	
Total 9055 - Total Speed Camera Expenses	<u>780,835.00</u>	<u>1,225,900.00</u>	445,065.00

Note: All "bolded items" are affected by new staffing and departmental needs.  
Line Item numbers are to be assigned.

**MAYOR AND TOWN COUNCIL  
THE TOWN OF FOREST HEIGHTS**

**RESOLUTION 22-21 – Establish Fiscal Year 2022 Tax Rates**

**INTRODUCED BY: MAYOR & TOWN COUNCIL**

**ENACTED:** \_\_\_\_\_

**WHEREAS**, the Mayor and Town Council passed Ordinance No. 03-13 on July 22, 2013 making it effective for the tax year beginning July 1, 2014, and for each tax year thereafter unless altered by subsequent enactment of the Town Council, the classifications of property subject to municipal taxation, with respect to those properties, businesses or utilities located within the municipal boundaries of the Town of Forest Heights, shall be as enumerated herein below.

**BE IT RESOLVED** that the tax rates and waste removal fees for fiscal year 2022 for all real, personal and other property which is subject to taxation by the Town of Forest Heights and as previously approved pursuant to Resolution 16-21 specifically the noncommercial, commercial and rented residential real property tax rate are hereby restated, ratified and approved to be as follows:

Residential Real Property	\$	.5076	per \$100.00 of assessed valuation;
Commercial Real Property	\$	.5878	per \$100.00 of assessed valuation;
Rented Residential Real Property	\$	.5076	per \$100.00 of assessed valuation;
Business Personal Property	\$	1.75	per \$100.00 of assessed valuation;
Public Utility Property	\$	2.00	per \$100.00 of assessed valuation;
Waste Removal	\$	201.00	per household/flat fee.

**AND BE IT FURTHER RESOLVED**, that this Resolution shall take effect July 1, 2021.

PASSED this \_\_\_\_ day of May 2021.

**APPROVED:**

By Order of the Town Council of  
The Town of Forest Heights, Maryland

ATTEST:

MAYOR AND COUNCIL OF THE TOWN OF  
FOREST HEIGHTS, MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

\_\_\_\_\_  
Habeeb-Ullah Muhammad, Mayor

(SEAL)

\_\_\_\_\_  
Calvin Washington, Council President

**MAYOR AND TOWN COUNCIL  
THE TOWN OF FOREST HEIGHTS**

**RESOLUTION 22-21 – Establish Fiscal Year 2022 Tax Rates**

**CERTIFICATION**

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_\_ day of May 2021 this Resolution \_\_\_\_-21 was enacted and approved with \_\_\_\_ Aye votes and \_\_\_\_ Nay votes.

---

Sherletta Hawkins, Town Clerk

TOWN OF FOREST HEIGHTS  
RESOLUTION 23-21

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST  
HEIGHTS, MARYLAND TO APPROVE THE EMPLOYMENT AND APPOINTMENT  
OF DALONTA HARMON AS A POLICE OFFICER TO SERVE WITHIN THE FOREST  
HEIGHTS POLICE DEPARTMENT AND TO APPROVE A REIMBURSEMENT  
AGREEMENT**

Introduced By: Mayor Habeeb-Ullah Muhammad

**WHEREAS**, pursuant to Section 33-66 of the Charter of the Town of Forest Heights (the “Charter”) the Town shall have the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by the Charter or other state law and to operate the Town government; and

**WHEREAS**, pursuant to Section 33-18(b) of the Charter, all full-time subordinate officers and employees of the offices, departments, and agencies of the Town government shall be appointed and removed by the Mayor with the consent of the Council, in accordance with rules and regulations of any merit system which may be adopted by the Council; and

**WHEREAS**, pursuant to Section 23.2 of the Town Ordinance Code, certain minimum qualifications for police officers is stated therein, and the Chief of Police has verified to the Mayor and Council that the candidate is of good moral character and emotionally stable, as determined by a comprehensive background investigation, which includes fingerprinting of the applicant and a search made of local, state and criminal records, including a check of military, selective service, school and credit agency records; and

**WHEREAS**, pursuant to General Order No. 2016-1 (Ch. 2, § 3) sworn personnel will remain on probation until successfully completing twelve (12) consecutive months of full-time employment with the FHPD and authorized by the FHPD Chief of Police as having successfully completed the probation period; and

**WHEREAS**, the Council finds that Dalonta Harmon has shown that he has the necessary experience, training, MPTC certifications and knowledge to serve as a Police Officer in the Police Department and it is in the best interest of the Town to appoint Mr. Harmon as a Police Officer; and

**WHEREAS**, the Mr. Harmon graduated from Anne Arundel Community College Police Academy in October 2020, and

**NOW THEREFORE BE IT RESOLVED**, that the Town Council hereby consents to the Mayor’s appointment of Dalonta Harmon as Police Officer at the annual salary of \$50,000; and

**BE IT FURTHER RESOLVED**, that said officer’s salary shall be paid from line item 7403 Salary from the FY2021 Budget; and

TOWN OF FOREST HEIGHTS  
RESOLUTION 23-21

**BE IT FURTHER RESOLVED**, that the Town Council hereby approves the Reimbursement Agreement, attached hereto and incorporated herein, as Exhibit 1, which requires said officer to reimburse the Town in an amount not to exceed \$5,000 should he be unwilling to serve for the requisite minimum of two (2) years.

**AND BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon its passage.

PASSED this \_\_\_\_ day of May 2021.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

\_\_\_\_\_

NOBLE

\_\_\_\_\_

BARNES

\_\_\_\_\_

HINES

\_\_\_\_\_

WASHINGTON

\_\_\_\_\_

ATKINSON

\_\_\_\_\_

ATTEST:

THE TOWN OF FOREST HEIGHTS,  
MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Mayor Habeeb-Ullah Muhammad, Mayor

By: \_\_\_\_\_  
Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_\_ day of May 2021 with \_\_\_\_\_ Aye votes and \_\_\_\_ Nay votes the aforesaid Resolution \_\_\_\_-21 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk



THE TOWN OF FOREST HEIGHT POLICE OFFICER  
REIMBURSEMENT AGREEMENT

THIS AGREEMENT, effective as of \_\_\_\_\_ (the "Effective Date"), by and between **DALONTA HARMON** ("Employee"), and THE TOWN OF FOREST HEIGHTS, MARYLAND, a Maryland Municipal Corporation, 5508 Arapahoe Drive, Forest Heights, Maryland 20745 (the "Town").

RECITALS:

WHEREAS the Town desires to hire the Employee to serve as a police officer and desires to make such employment contingent upon certain conditions; and,

WHEREAS the Town will incur significant costs in connection with the hiring, training and outfitting of the Employee as a new police officer; and,

WHEREAS the purpose of this Agreement is to ensure that the Town receives the services of a police officer for a minimum of two (2) years in order that the Town may recoup the investment of time and money expended in training and outfitting the Employee.

NOW, THEREFORE, in consideration of good and valuable consideration, the receipt of which is hereby acknowledged, and in consideration of the mutual benefits and promises herein made, the Employee and the Town agree as follows:

1. The term of this Agreement begins as of the Effective Date of hire and expires twenty-four (24) months after the Effective Date of hire.
2. The Employee will serve in a probationary status for a period of twelve (12) months from the Effective Date of this Agreement. During the period of probation, the Employee is an "employee at will" and the Mayor, based on the Chief's recommendation may, in his/her sole discretion, terminate the Employee with or without cause.
3. The Town agrees to provide all necessary uniforms, equipment, materials and training in order to prepare the Employee for assuming the duties of a Forest Heights Police Officer. In particular, the Employee may be required to attend, at the Town's expense, police training including but not limited to the Comparative Compliance Course (Law Enforcement Review Class) at the Public Safety and Security Institute at PGCC, which may cost approximately \$735.00 or more. The Town's police department will also pay for a ballistic vest. The Town also agrees to give the Employee a signing bonus not to exceed \$1,000.00 upon signing this agreement. The signing bonus will be paid from the Employee salary line item listed Employee hiring resolution.
4. Upon completion of required initial training, the Employee shall serve as a Forest Heights Police Officer in any duty assignment or location designated by the Chief of Police or his designee.

5. The Employee shall comply with all policies, procedures, rules and requirements of the General Orders of the Forest Heights Police Department existing at the time of this Agreement and as are issued from time to time, the Town's personnel and police directives, and the Town of Forest Heights Ordinance Code.

6. The Employee and the Town agree that by hiring the Employee, the Town has lost the opportunity to hire other qualified candidates and that the Town has incurred substantial expense in hiring, paying wages, training and outfitting the Employee.

7. The Employee agrees that the total cost to the Town is extensive and difficult to determine to a reasonable degree of specificity.

8. The Employee agrees to pay a sum not to exceed \$5,000.00 to the Town as liquidated damages in the event that the Employee terminates his/her employment with the Town for any reason or otherwise breaches this Agreement, or if the Town terminates the Employee's employment during the term of this Agreement as expressed in paragraph 1 above. The amount repaid to the Town is not as a penalty; rather it is a partial reimbursement for expenses incurred by the Town. The amount of liquidated damages to be paid by the Employee is calculated as follows:

a. If the Employee's termination date is within twelve (12) months of the Effective Date of this Agreement, the Employee shall pay the amount of \$1,667.00 to the Town.

b. If the Employee's termination date is between twelve (12) and twenty-four (24) months of the Effective Date of this Agreement, the Employee shall pay to the Town the amount of \$138.89 per month for the number of months remaining in the term of this Agreement, in a total amount not to exceed \$3,333.00.

c. If the Employee's termination date is between twenty-four (24) and thirty-six (36) months of the Effective Date of this Agreement, the Employee shall pay to the Town the amount of \$138.89 per month for the number of months remaining in the term of this Agreement, in a total amount not to exceed \$5,000.00.

9. Termination for reasons of a physical or mental incapacity that precludes the Employee from performing the duties of a police officer shall not constitute a breach of this Agreement if a licensed physician approved by the Town certifies that the Employee is unable to perform the duties of a police officer.

10. In the event that the Employee is called to active military duty or is granted a leave of absence for any reason, the term of this Agreement as expressed in paragraph 1 above, shall be extended for a period of time equal to the time of military service or approved leave of absence.

11. Within five (5) days of the Effective Date of this Agreement the Employee shall, in writing, withdraw his or her name as a potential candidate for employment with all other law enforcement agencies.

12. The invalidity of any portion of this Agreement will not and shall not be deemed to affect the validity of any other provision. In the event that any provision of this Agreement is held

to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.

13. The waiver of any covenant or condition by the Town shall not be construed as a waiver of a subsequent breach of the same covenant or condition. The waiver of exercise of any legal right hereunder shall not be construed as a waiver of any other action or right the Town may have pursuant to the terms of this Agreement.

14. In the event of breach of this Agreement, the Employee agrees and consents to the Town withholding any and all sums due to the Employee from the Town, to include wages, contributions to the Employee's retirement accounts and unpaid leave as a setoff against the liquidated damages described above. The Employee further agrees to pay all court costs, attorney's fees and other costs incurred by the Town in an action to enforce this Agreement and/or to collect the liquidated damages provided for herein.

15. Assignment. This Agreement may not be assigned to any other person, firm or organization without the express written consent of Town.

16. Entire Agreement. This Agreement shall constitute the entire agreement between the parties as to the issues contained within this Agreement, and any prior understanding or representation of any kind regarding the issues contained within this Agreement preceding the date of this Agreement shall not be binding upon either party, except to the extent incorporated in this Agreement.

17. Modification of Agreement. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing, signed by each party or an authorized representative of each party.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

EMPLOYEE:

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Name:

THE TOWN OF FOREST HEIGHTS

\_\_\_\_\_  
WITNESS

By: \_\_\_\_\_  
Habeeb-Ullah Muhammad, Mayor